

# SAN DIEGO POLICE DEPARTMENT

## Vice Operations



# OPERATIONS MANUAL

Nothing in this manual is intended to supersede or contradict the San Diego Police Department Policy and Procedures or any Department Order or Bulletin, which constitutes Department Policy promulgated by the Chief of Police.

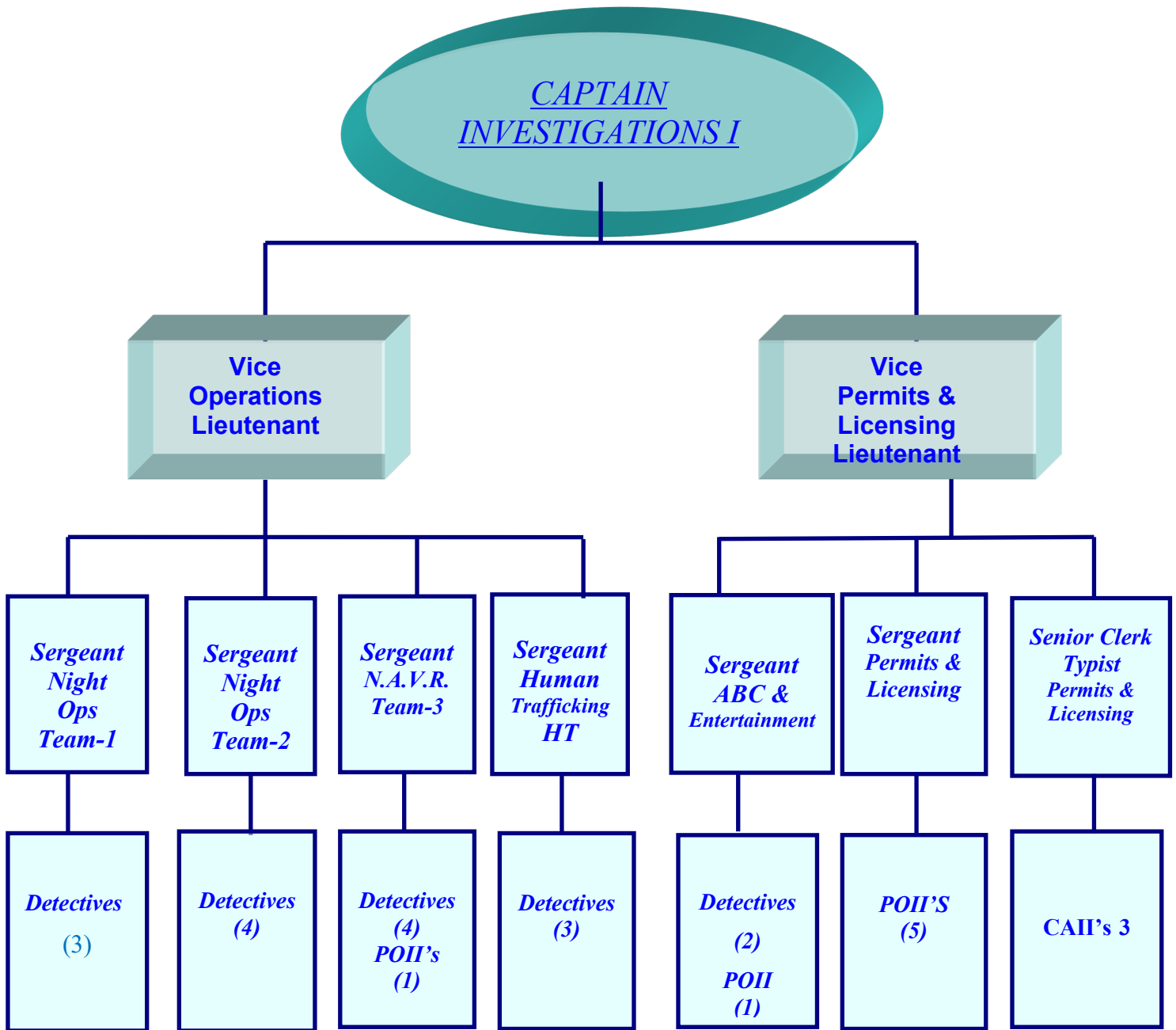
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# *Vice Operations / Permits & Licensing*



# **SECTION I**

## **INTRODUCTION**

## INTRODUCTION & PURPOSE

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Nothing in this manual is intended to supersede or contradict the San Diego Police Department Policy and Procedures, or any Department Order or Bulletin, which constitutes Department policy, promulgated by the Chief of Police.

It is essential that uniform procedures be established and maintained. The purpose of this manual is to ensure consistency among all members assigned to the Vice Unit. The term "Member" will be repeated throughout this manual and will represent all personnel assigned to the Vice Unit. It will be the responsibility of each member assigned to this unit to be aware and comply with all of the procedures set forth in this manual. Changes to this manual will be made as deemed necessary by the Unit Lieutenant. Each member will ensure his or her copy is current. Inspections will be made periodically.

**Some areas are considered confidential and are not to be copied or released without a supervisor's approval. This information will be in bold type to denote that it is confidential.**

Each member will maintain access to a current copy of this manual via the "G" drive under Vice Ops/Ops Manual. No changes will be made to the Operations Manual without expressed permission from the Unit Lieutenant of Operations.

## **I. Mission**

- A. The Mission of the Vice Unit is to maintain peace and order by providing the highest quality police services.

## **II. Goals**

- A. Be a specialized resource to all police personnel.
- B. Fairly and equitably enforce applicable local, state and federal laws.
- C. Enforce Municipal Code violations of police-regulated businesses.
  - 1. Adult Entertainment
  - 2. Consumer Protection
  - 3. Juvenile Protection
  - 4. Entertainment
- D. Collaborate with stakeholders to improve the quality of life in the communities we serve.

## **III. Functions of Vice Operations**

Police-regulated businesses are divided into four categories – Adult Entertainment, Consumer Protection, Juvenile Protection and Entertainment.

- A. Adult Entertainment- Figure Studio, Outcall Nude Entertainment, Peep Shows, Bingo, Nude Entertainment, Card Rooms, and Casino Parties.
- B. Consumer Protection- Auto Dismantlers, Advertising, Secondhand/Pawn Shops, Ticket Brokers, Street Patrol, Near Beer, Swap Meets, Massage Businesses, Firearm Dealers, Money Exchange, Holistic Health, and Secondhand Bikes.
- C. Juvenile Protection- Amusement Establishments, Arcades, Bowling Alleys, Pool Rooms, and Tobacco.
- D. Entertainment- Promoters, After Hours Entertainment, Entertainment Establishments and Single Event Entertainment.

Other activities regulated by the Police Department are:

- E. Gambling - which includes illegal horse race and sports betting, illegal card and dice games, plus other gaming law violations, such as illegal animal fighting.

- F. Prostitution - which includes street prostitution, pimping/pandering, inspection and investigations of massage parlors, outcall, escort, and massage businesses and hotels suspected of prostitution activities, and investigation of complaints received from citizens. The Vice Operations Unit will coordinate with the Human Trafficking Task Force (HTTF) on cases that lead to victims being trafficked for sex and/or labor.
- G. Pornography - which includes the investigation of illegally printed and distributed material and pornographic obscenities.
- H. The enforcement of Alcohol Beverage Control (ABC) laws and the inspection of premises licensed by the State of California for the sale of alcoholic beverages. The N.A.V.R Sergeant, or designee, will serve as the project manager for any grants awarded by the ABC.
- I. The enforcement and investigation of gaming violations such as illegal betting pools, slot machines, video slots, Las Vegas or casino nights and bingo.
- J. Special emphasis is placed on seizing second- and third-party profits unlawfully obtained arising from any of these enterprises.



**SECTION II**

**GENERAL OFFICE PROCEDURES**

## **I. Office Hours**

A. Office business hours are Monday through Friday, 0800 hours to 1700 hours.

## **II. Work Hours**

A. All members must have their work hours and days off approved by their Supervisor.

B. Sworn supervisors will work a 4/10 plan. Administrative sworn supervisors may work a 4/10 or a 5/8 plan, if desired. Days off will vary to meet the needs of the Unit.

C. Civilian supervisors will have the option of working the 36/44 plan or the 5/8 plan. Days off are generally Saturday/Sunday. Hours will vary to meet the needs of the Unit.

D. Detectives will work the 4/10. If approved, a 5/8 plan may be worked. Days off will vary.

E. Support staff will have the option of working the 36/44 plan or the 5/8 plan. Days off will generally be Saturday & Sunday. The civilian supervisor (Senior Clerk Typist) must approve any adjustments of hours or days off.

## **III. Telephones & Faxing**

A. Members should provide their individual work telephone numbers to people in order to reduce the incoming calls to the support staff.

B. Voice mail will always be activated and used. Voice mail greetings will be professional, businesslike and cordial. Whenever a member is absent from his/her desk, the phone will be placed on forward to voice mail.

C. When using the fax function of the copier, a cover sheet must be used.

D. The support staff is responsible for checking incoming faxes throughout the day and placing the incoming faxes in the appropriate member's mailbox. Confidential faxes will be protected and secured accordingly.

## **IV. Opening/Closing the Office**

All members will ensure the general security of the office. Any confidential material shall be secured. Any food or beverages left out (unsealed) will be disposed of.

## **V. Work Areas**

A. Each member of the unit is responsible for the appearance of the office and his/her own workspace and desk. Workspaces will be maintained in a clean, businesslike and professional manner.

1. No material will be displayed which is of questionable taste and nothing will be displayed which has the potential of making any person uncomfortable by its presence.
  2. A LIMITED number of decorative items and personal pictures may be displayed on walls; however, they must be properly framed, neatly arranged and should enhance the overall professional appearance of the office.
- B. Suspects, victims, witnesses or others with whom the detectives are conducting business WILL NOT BE LEFT ALONE AT ANY TIME. They will be escorted at all times and brought to the interview room to conduct business.
1. Ingress and egress to this interview room will be done only through the door next to the room, strictly limiting the person's view of the detectives' work area, the sergeants' offices and the lieutenants' offices.
  2. At no time will they be brought into the work area of Vice Operations, Permits and Licensing or the administrative staff.

## **VI. Conduct**

- A. Conduct in the office will be businesslike and professional at all times.
- B. All members will set a positive example, meet job-related standards of performance and strive for professional development.
- C. Violations of EEO policies, the Threat Management Policy, or any other Department Policy or Regulation will not be tolerated and must be reported immediately to a supervisor.

## **VII. Attire**

- A. Attire for all members will be professional, businesslike and in good taste in accordance with Department Procedure 5.10.
- B. Members should not give presentations to the public, attend business meetings with other agencies or attend any function or event representing the Unit in casual attire unless authorized to do so by a supervisor.
- C. Vice Administration and Operations personnel will wear business attire and casual clothing depending on the designated enforcement posture (general or casual).

## **VIII. Visitors**

- A. No unauthorized person(s) will be allowed into the detectives' work area without permission or escort. Each detective is responsible for his or her visitor(s),

applicant(s) or guest(s). No visitor will remain unattended in the work area.

- B. Confidential material, files, reports, notes, etc, will not remain in plain view when visitors are present.

**IX. Confidential matters**

- A. All members assigned to this Unit full time, part time, and temporarily, will adhere to the confidentiality of all information at all times and will not discuss any confidential information outside this Unit.
- B. With the exception of the Chief of Police, Executive Assistant Chief, Assistant Chiefs of Police, the Investigations I Captain or the Police Human Resource Director, no one outside this Unit or not permanently assigned to this Unit, will be allowed to review any confidential material, files, and/or reports.

**V. Files**

- A. Every member of this Unit is responsible for ensuring all files are secured and protected.
- B. When a file is removed from the file drawer, an “out” card must be filled out and placed accordingly.
- C. Files should not be removed from the office without a supervisor’s approval.

**XII. Security and Office Entries After Business Hours**

- A. Permanently assigned members to Vice Operations are authorized twenty-four hour access to the office. This does NOT include volunteers, temporary light duty officers, clerical pool or other employees without a supervisor’s approval.
- B. The office will not be left unlocked when no Unit member is present.

**XIII. Electronic Security Access Cards and Office Keys**

- A. Each member permanently assigned to Vice Operations will be issued a personalized access security card and one office key. The card must be used in lieu of an office key. The key is a backup in the event the electronic access system fails.
- B. Numbered keys will be issued to each member by a Unit supervisor. The Unit will maintain a list of keys issued.
- C. The Senior Clerk Typist must immediately notify Police Human Resources when an individual is transferred from the Unit or begins an extended leave of absence. The card will be deactivated from access to the Vice Office. Office keys must also be turned in.
- D. Security of the issued access card and key are the responsibility of each member.

Lost, stolen or misplaced cards or keys must be reported immediately to their Unit supervisor, regardless of the time or day.

1. A Unit sergeant will notify Police Human Resources to deactivate the card and issue a new card. If after normal business hours, a Unit sergeant will notify Communications to deactivate the card.
2. Unauthorized entries or attempted unauthorized entries are recorded in the security system computer located in Police Human Resources. Forced entries are also reported.

E. Unit supervisors will hold periodic inspections of security access cards and keys.

#### **XI. Callback Roster**

- A. The Unit Senior Clerk Typist will maintain an up-to-date master callback roster for the unit. A copy will be provided to each supervisor as changes occur.
- B. It is the responsibility of each member to notify the Senior Clerk Typist and their supervisor ***immediately*** of any changes to residence, home telephone number, cell phone number or pager number.
- C. The Unit Senior Clerk Typist will check with each member prior to every shift change to ascertain if changes are needed.

#### **XV. Vacation / Days off / Sick days**

- A. All vacation days, days off, training days, 11-86 assignments or any other absences from work will be approved ***in advance*** by a supervisor. Requests must be submitted on the proper form, and once approved, the member must enter the information in the Red Book. The supervisor will go enter the electronic Red Book and approve the day off.
- B. Sick time must be reported by 0700 hours (for days) or by 1600 hours (for nights) on the shift that will be missed. Each member must notify their supervisor.
- C. If their supervisor is not immediately available, the member should inform another supervisor, indicating the nature of illness and a phone number of where they can be reached during the day. The employee must call back to ensure the message was received. The Watch Commander can also be contacted in the event a unit supervisor cannot be located.

**SECTION III**

**UNIFORMS & EQUIPMENT**

## **I. Uniforms**

- A. All sworn members are required to maintain a complete, regulation uniform in accordance with Department Procedure 5.10. The uniform must be kept at Police Headquarters in the event of an emergency.
- B. In addition to the appropriate business attire for detectives, detectives are authorized to wear casual attire during covert investigations. A holster and a department-approved firearm and/or duty belt must be worn with casual clothing in the field.


## **II. Equipment**

- A. Equipment requirements for detectives are also delineated in Department Procedure 5.10 and the Uniform Specifications Manual regarding authorized civilian attire while on duty.
- B. At all times while on duty, members will carry on their person, their badge, handcuffs, identification card, and a Department-approved handgun with authorized ammunition.

## **III. Firearms**

- A. While on duty, detectives will always carry or have in their immediate possession, their Department-approved firearm and ammunition. Detectives working covert operations must have immediate access to their firearms, unless working a massage, prostitution, or escort detail that is monitored by a Unit supervisor.
- B. Firearms will never be cleaned, loaded or unloaded in the office.

## **V. 800-Megahertz/700-Megahertz Portable Radios**

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- B. Radios will not be loaned to anyone outside the Unit without a supervisor's permission.
  - C. Radios that are lost or stolen will be reported immediately to a Unit sergeant. A Unit sergeant will immediately report the loss to Police Communications. The member who lost the radio will fill out the proper forms or crime reports. See Department Procedure 2.1.
  - D. Radios that are damaged will be reported as soon as practicable. An ARJIS 9 report

will be prepared and the proper notifications will be made to have the radio repaired as soon as possible. See Department Procedure 2.1.

## **VI. Vehicles**

- A. The following personnel have authorization to take home a Department vehicle. Members taking vehicles home must comply with and adhere to Department Procedure 1.16.
1. Unit Lieutenant.
  2. Members assigned to the Emergency Negotiations Team (ENT) are authorized to use a Department take-home vehicle when they are on callback status. The member must advise their supervisor of their callback status, the expected duration of their callback status and the vehicle they will be using.
  3. The Human Trafficking Task Force (HT) sergeant has on-call responsibility 24/7 that is shared between HTTF supervisors. The FBI provides the take-home vehicle along with re-imburement for the sergeant's wages. To alleviate the burden of 24/7 on-call, the remaining two operations sergeants are authorized to fill in for the HT sergeant, as needed. (See Section I for further)
  4. Two HT detectives have on-call responsibility. The FBI provides the take-home vehicle along with re-imburement for the detective's wages.
  5. Vice Operations is responsible for investigating all other vice-related crimes/incidents that do not meet the H.T.T.F. criteria. Sergeants should be called from a field sergeant only for cases /incidents involving:
    - a. Prostitution that does not meet the H.T.T.F. call-out procedures criteria.
    - b. Gambling crimes/incidents requiring the additional expertise of the Vice Unit.
    - c. Crimes/incidents involving violations in police-regulated businesses and Alcohol Beverage Control licensed premises that would require the immediate assistance of the Vice Unit.
    - d. Any other Vice-related crimes/incidents that the Vice Unit can be a specialized resource.
    - e. Call-outs will be at the discretion of the on-call sergeant and will be evaluated prior to initiating a callback.
  6. Members taking vehicles home must comply with and adhere to Department Procedure 1.16. (See Section I for further)



7. A Unit supervisor will assign vehicles to teams.
  8. No vehicles will be loaned out without a supervisor's approval.
  9. Unit vehicles will be operated and maintained in accordance with Department Procedure 1.12. Members are specifically prohibited from operating any city vehicle at any time when their driver license is expired, suspended, etc, or when their ability is impaired through medication or chemical use.
  10. No vehicle will be driven out of the county without prior approval from a Unit supervisor.
  11. Members will ensure their assigned vehicle or any Unit vehicle they use is clean and adequately fueled when returned. All vehicles will be locked when unoccupied.
  12. Any damage and/or vehicle accident involving a city vehicle must be reported immediately to a Unit supervisor.
  13. Vehicles assigned to the Vice Unit will be parked in assigned spaces on P-1.
- B. The San Diego Police Department (hereinafter referred to as the SDPD) and the San Diego Human Trafficking Task Force (hereinafter referred to as the HTTF) have a memorandum of understanding to investigate, identify and arrest individuals involved in the interstate recruitment, transportation, prostitution, advertising and sexual exploitation of victim minors within San Diego County and metropolitan areas.
1. The HTTF provides leased vehicles to four SDPD officers who are federally cross-sworn and deputized officers. The vehicles will be utilized for investigative purposes and surveillances and used only by the assigned officer. The officer will return the vehicle immediately to the FBI upon cessation of the employee's assignment to the HTTF. The assigned officer shall return the vehicle to the FBI in the same condition as received, less normal wear and tear.
  2. A member will immediately notify his/her immediate supervisor if involved in an accident of any nature or damage is discovered. The SDPD supervisor will notify the FBI Legal Unit and the HTTF supervisor of any accident or damage involving the vehicle within twenty-four hours.
  3. The FBI will incur all vehicle costs to include leasing fees, fuel and maintenance at no cost to SDPD.

### C. Toll Roads

1. Tolls are collected for all vehicles on any California toll road. Drivers of any San Diego Police Department vehicle, other City, State of California, “exempt” plated, or marked emergency vehicle must pay a toll fee, except in certain limited circumstances.
2. The South Bay Expressway (SBE) toll road has exemptions that are limited to the following:
  - a. Marked police units may use the SBE during emergency situations.
    - 1.) Officers shall notify Communications of the SBE use and Communications will enter that information into the CAD incident report.
    - 2.) In addition, the driver officer shall notify Operational Support within four days after SBE use so the Department can rectify invalid violations and associated fees.
  - b. Officers may use the SBE in a Department vehicle during surveillance operations.
    - 1.) Officers shall notify Communications of the SBE use and Communications will enter that information into the CAD incident report.
    - 2.) If this is not practical, officers shall notify their supervisor. In addition, the driver officer shall notify Operational Support within four days after SBE use so the Department can rectify invalid violations and associated fees.
  - c. Officers may use the SBE for certain police activities deemed necessary for official police business with prior approval from their Commanding Officer.
    - 1.) Operational Support will provide commands with a limited number of transponders according to their needs for this purpose. Transponders automatically validate vehicles passing through the SBE, therefore no notifications are required.
    - 2.) In order to receive a transponder, a memorandum will be prepared by the Unit’s Commanding Officer that will include justification for its use. The memorandum will then be routed to the Operational Support Lieutenant for equipment issuance.
3. This procedure is not intended to limit the use of the SBE during emergency

responses or in cases where officer safety would be jeopardized. However, officers engaged in police activity that is exempt from the toll shall use the FasTrak lanes, unless impractical due to operational needs or tactics.

4. Violations of the SBE toll that do not fall within the listed exemptions shall be the driver's responsibility.
5. Employees who drive City vehicles and require personal or non-exempt use of the SBE may purchase their own transponders or pay for each occurrence, as needed.

**SECTION IV**

**GENERAL OFFICE DUTIES**

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I. The Vice Operations Unit consists of one Lieutenant, four Detective Sergeants and fourteen Detectives.

A. LIEUTENANT

1. Provide the Chief of Police and Department Chief Officers with current information on Vice conditions/problems, as they exist in the City.
2. Maintain liaison with law enforcement agencies, other Department units and local prosecuting agencies on matters of concern.
3. Keep current on developing trends and new enforcement techniques in the Vice enforcement field.
4. Determine and prioritize Unit objectives and develop methods to obtain those objectives.
5. Submit the monthly expense sheets of the Unit to the Commanding Officer by the 10<sup>th</sup> of each month.
6. Supervise four sergeants.
7. Supervise, evaluate and ensure all members comply with all Department Policies and Procedures. In addition, ensure that all members are moving forward with the goals and objectives of strategic planning and community policing.
8. Be responsive to community leaders and act as a resource to all service areas and Department members.
9. Ensure the Vice Unit is in compliance with all regulations, policies and procedures, including all EEO policies.
10. Handle complaints regarding Unit supervisors.
11. Approve all requests for training classes.
12. Ensure the Vice Unit operates within budgetary and overtime constraints.
13. Approve all requests for out of town trips and expenditures.
14. Provide guidance and counseling to all personnel on an ongoing basis.
15. Perform all other duties normally associated with a Lieutenant's responsibilities as established by the Personnel Director and expectations of the Department.

## B. DETECTIVE SERGEANT

1. Prepare evaluations on detectives ensuring attendance, accountability, work performance, and compliance with all Department Policies and Procedures, including EEO policies.
2. Be responsive to community policing and act as a resource to community leaders and Department members in assigned service areas. Strive to accomplish strategic goals and objectives.
3. Ensure all members assigned to the Unit are in compliance with all regulations and laws pertaining to investigations.
4. Determine the need and provide supervision for special details such as “john” details, minor decoy operations and special enforcement operations.
5. Assign citizens’ complaints on vice-related issues.
6. Provide direction and guidance on investigations.
7. Provide guidance, training and career counseling to all detectives.
8. Monitor and coordinate the Unit's caseload for detectives. Ensure cases are completed in a timely manner and in the proper format.
9. Process and approve monthly expense reports.
10. Conduct stand-up inspections as required per Department Policies & Procedures and the Inspections Manual.
11. Assume responsibility for ensuring security of the Vice office and the confidentiality of the information and files contained therein.
12. Liaison with City Attorney representatives.
13. Liaison with Alcohol Beverage Control investigators.
14. Perform all other duties normally associated with a sergeant’s responsibilities as established by the Department.
15. Participate in the Prostitution Impact Panel (P.I.P.)
16. Ensure all equipment (eg. body wires, monitors, etc.) are inventoried monthly.

### C. VICE SUPERVISORS:

The Night Vice sergeants are responsible for the supervision of three teams of Vice investigators. Each sergeant is assigned specific areas of responsibility. The duties of the Night Vice sergeants include the following:

1. Prepare monthly work schedules and a nightly Activity Log. Ensure the daily journal data is completed.
2. Monitor Vice-related activities occurring in the city and direct enforcement, with an emphasis on street prostitution and ABC violations.
3. Strive to meet the goal hours for police-regulated businesses.
4. Review all completed investigations and crime reports.
5. Determine the need for and provide supervision for special details such as "john" details, minor decoy operations and special enforcement operations.
6. Provide intelligence information to the Vice Lieutenant and appropriate investigative units.
7. Respond to citizen complaints.
8. Provide and account for monies used in Vice operations.
9. Monitor the use and development of informants.
10. Attend community meetings to assist in directing investigations toward solving community problems.
11. Attend patrol lineups to determine area command needs for support.
12. Maintains overall responsibility for investigations related to outcall/escort services, massage parlors, pornography, nude entertainment, pimping/pandering and prostitution.
13. Maintain Unit equipment and inventory list.
15. Ensure monthly expense reports are complete and saved on the "G" drive.

### D. DETECTIVES

1. Conduct comprehensive vice-related investigations in accordance with this Operations Manual and Department Policies.
2. Be responsive to community policing issues and act as a resource to community

leaders and Department members in assigned service areas. Strive to accomplish strategic goals and objectives.

3. Complete all cases in a timely manner and in the proper format.
4. Maintain a case log for tracking purposes.
5. Assume responsibility for security of the Vice office and the confidentiality of the information and files contained therein.
6. Maintain skills in the use of all Department computer resources as they apply to investigations.
7. Maintain, and have immediately available, a complete uniform and all required equipment.
8. Attend required Department schools and training classes (Basic Investigations, POST Vice Investigations, Confidential Informants, and Surveillance Training).
9. Performs other functions as directed by a Unit sergeant or lieutenant.
10. Be familiar with all contents and objectives of this Operations Manual.
11. Perform all other duties normally associated with a detective's responsibilities as established by the Department.
12. Assist other Department units in the investigation of sexually related crimes, as needed.
13. Maintain an ongoing liaison with the Department's Criminal Intelligence, Sex Crimes and Child Abuse Units.
14. Maintain ongoing liaisons with local, state and federal agencies, with regards to criminal activity in the area of police-regulated industries and enforcement.
15. Attend patrol line-ups to determine need for support.
16. Attend community meetings to keep current on neighborhood priorities and needs.
17. Prepare reports to support criminal complaints through the City Attorney's Office or the District Attorney's Office.
18. Develop outside sources of information, through citizens and informants, pertaining to vice-related crime.
19. Participate in other undercover investigations, as directed.



20. Gather and disseminate intelligence regarding the sales of narcotics in ABC-licensed premises.
21. Assist area commands in problem solving efforts where support is requested and/or Vice expertise is indicated.
22. Ensure monthly expense reports are complete and saved on the "G" drive.

## E. SPECIFIC VICE DETECTIVE DUTIES

### 1. Lotteries/Gambling/Gaming

- a. Investigate complaints of illegal lotteries.
- b. Conduct undercover inspections of card rooms.
- c. Investigate complaints against card rooms.
- d. Investigate reports of bookmaking and other illegal gambling.  
(Organized crime, money laundering, etc.)
- e. Liaison with other agencies involved in investigating illegal gambling.

### 2. In Call/Outcall/Escort Services

- a. Conduct routine and frequent undercover inspections of outcall/escort agencies.
- b. Conduct investigations into illegal activities and complaints associated with escort services.

### 3. Massage Parlors

- a. Conduct routine and frequent undercover inspections of massage businesses.
- b. Conduct investigations into illegal activities and complaints associated with massage parlors and their potential involvement in organized crime.

### 4. Adult Entertainment

- a. Coordinate and conduct routine inspections of Adult Entertainment Businesses with Vice Administration personnel.

- b. Conduct investigations into illegal activities and complaints associated with Adult Entertainment.
- c. Conduct investigations into illegal activities and complaints associated with adult entertainment and other sexually related acts occurring or promoted on the Internet and social media.

5. Pimping/Pandering/Prostitution/Human Trafficking

- a. Conduct long-term investigations of organized prostitution activity.
- b. Conduct investigations of pimping and pandering.
- c. Maintain an ongoing liaison with area stations concerning prostitution problems. Provide support and expertise in addressing these problems. Conduct joint investigations with area station officers, when appropriate.
- d. Investigate complaints of prostitution.
- e. Enforce prostitution activity by conducting “John Details”, “B Girl”, and undercover operations.

6. ABC

- a. Inspect, regulate and enforce Alcoholic Beverage Control laws as they pertain to all premises licensed by the State of California.
- b. Inspect, regulate and enforce laws pertaining to premises licensed by the City and under the direct supervision of the Chief of Police, such as arcades, card rooms, pool halls, peep shows, massage establishments and theaters. Conduct undercover operations in the listed establishments.
- c. Conduct covert and overt operations to enforce Alcoholic Beverage Control laws as they pertain to all premises licensed by the State of California.
- d. Gather and disseminate intelligence data pertaining to organized crime involvement in ABC and City-licensed premises.
- e. Conduct investigations of other vice-related offenses.

## F. TRAINING & DEVELOPMENT

1. Schools and Training

- a. All members are encouraged to improve their professional knowledge through attendance at Department-approved schools.

- b. All permanently assigned detectives should attend the Basic Investigations Course, P.O.S.T Vice Investigations Basic Course, and Surveillance and Informant Training. If classes have been previously attended, Unit supervisors will evaluate the need for update training.
- c. Supervisors will regularly provide or arrange training sessions ranging from Regulatory Violations, Ordinances, Legal Updates, procedures or policies, updates on officer safety issues, and/or any other job-related skills.
- d. A Unit sergeant and Unit lieutenant must approve all requests for schools/training classes.
- e. Menu courses may be attended by Unit personnel on an 11-86 basis with sergeant's prior approval.

## 2. Training for New Detectives

The following procedure applies to newly assigned detectives:

- a. The Vice Operations training list for new detectives should be utilized by supervisors to ensure the new member is given a Unit orientation.
- b. The new member will be scheduled for the first available P.O.S.T Vice Investigations 40-hour course - Surveillance and Informant Training.
- c. On the first day in the Unit, the new detective will meet with their supervisor and expectations will be discussed. A Performance Plan will be explained and signed.
- d. In addition, responsibilities, goals, objectives, duties, job standards, attendance, work hours, and other related tasks will be discussed. A copy of the Operations Manual will be provided.
- e. A checklist has been developed to ensure the necessary skills have been introduced (Addendum A).



## G. RELEASE OF FILE INFORMATION

1. The Custodian of Records for the Unit is the Unit Lieutenant.

2. Security

All information contained in our office, unit records, and database records, is to be considered confidential and is to be treated as such at all times. All files will be protected and secured at all times. When a file is removed from the file drawer, an "out card" must be filled and placed accordingly by the person removing the file. The file must also be signed out in the sign out book located on top of the filing cabinet.

3. Release of Information

a. In order to protect the confidentiality of our files and records, no information should ever be released to anyone who is not authorized by law or by Department policy.

b. Giving any person the right to see such information, who is not authorized, and who does not have a right and a need to know, gives up the protection against disclosure to any other person who requests the same information.

c. For this reason, all files and records will be protected and secured at all times.

4. With the exception of the Chief of Police, Executive Assistant Chief, or Investigations I Captain, no one outside this Unit or not permanently assigned to this Unit, will be allowed to review any confidential files, material and/or reports without approval from a supervisor or in accordance to this Operations Manual.

## H. PURGING FILES

1. Purpose

a. Files are kept for specified periods of time. The purpose of purging files is two-fold: The first consideration is to reduce the volume of stored paperwork kept by this Unit, and the second purpose is to prepare the files for placing the information on CD.

b. The Unit Senior Clerk Typist has the responsibility of ensuring the files are purged according to policy.

c. No files will be purged without expressed approval from the Unit Lieutenant.

**SECTION V**

**ENFORCEMENT PROCEDURES**

# I. ENFORCEMENT CONDUCT

## A. ENFORCEMENT POSTURE

1. Vice Unit investigators will use a combination of overt and covert tactics while enforcing laws and regulations.

## B. OVERT INSPECTIONS

Investigators will be dressed in appropriate attire. They will immediately identify themselves with a police business card and/or police identification card. Overt inspections will focus on permits and license inspections of police-regulated businesses.

## C. COVERT INSPECTIONS

1. Investigators will be dressed in casual clothing, as necessary, while conducting covert inspections and/or enforcement.
2. Detectives will work in a covert capacity while seeking regulatory or criminal violations. The purpose of such inspections is to arrest or cite individuals or businesses for any violations.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



4. Officers should conclude their inspections as soon as safely possible after obtaining sufficient evidence to support the suspected violation of the law.



6. If suspects attempt to engage officers in prostitution, officers shall terminate the contact as soon as it can be done safely. Officers will not engage in sexual conduct while working in an official capacity.

#### F. INFORMANT CONTROL

All informants will be documented and utilized in accordance with Department and Special Operations policies and procedures. For further information, refer to Department Procedure 3.16.

- A. The Custodian of Records (Vice Operations Lieutenant) will maintain a list of informants.
  1. The list of active informants will be reviewed on six (6) month intervals by the Custodian of Records to include warrant checks.
  2. If the informant has not been active for a six-month period, he should be deactivated.
  3. The Informant Activity Log will be used to record all activity with the informant. This includes payments, telephone calls, meetings, and names of the personnel present.
    - a. The original log will be maintained by the managing detective until the log is full or the informant is deactivated.
    - b. Entries will be made by the managing detective as they occur.
    - c. A copy of the activity log will be submitted to the team sergeant with the Monthly Expense Report. The copy will be forwarded to the Custodian of Records for inclusion in the CI file.
    - d. Each month, an updated copy of the activity log will be inserted in the informant's file unit the original log is filled and submitted.



**B. Informant Payment Procedures:**

1. An informant may be paid a maximum of \$40.00 for a controlled narcotics buy or a telephone “order up”.
2. An informant may be paid an additional sum of money if he contributes additional information.
3. The team supervisor will make the determination if the informant is to receive additional compensation for their work.

**III. INTELLIGENCE INFORMATION**

A. One of the prime functions of officers assigned to the Vice Unit is to develop sources of information and to provide other units with intelligence information.

1. Investigators are encouraged and expected to submit intelligence information (interoffice communication or Officers’ Reports) on a frequent basis, regarding information and/or matters of concern to this Section or any other investigative unit.
2. All communications should be directed through a Unit sergeant to the Lieutenant.

**IV. INVESTIGATION PROCEDURES**

A. See Department Investigations Manual.

**V. SPECIAL INVESTIGATIONS FUNDS**

A. Special investigations funds exist to defray costs incurred during an investigation which are not specifically covered by the Police Department budget or other special fund. Special investigations funds are generally used to:

1. Pay informants



3. Pay for miscellaneous expenditures necessary to facilitate an investigation, including expenses incurred while meeting with informants and citizen sources in public and private locations.
4. Pay for miscellaneous expenses incurred while meeting with law enforcement organizations and groups necessary to facilitate the exchange of information relating to criminal activities

5. Investigators receiving special investigations funds will not mix their funds with their personal money. Investigators will not use their personal money to pay informants or any other case expense. Detectives will not use their special investigations funds for any other purpose than those listed above.

## **VI. PAYMENT/EXPENDITURE AUTHORIZATION**

A. Investigators should seek prior approval for any expenditure, if the expenditure could be viewed as a questionable one.

1. Unit sergeants may approve single expenditures up to \$200.00.
2. The Unit Lieutenant can approve single expenditures up to \$500.00.
3. All expenditures over \$500.00 require the approval of the Unit Captain.
4. The Special Operations Assistant Chief will be consulted if there is any doubt about the appropriateness of the amount, nature or justification for expenditures.

B. Record Keeping/Expense Sheets

1. Investigators will maintain monthly Investigations Fund Expense Sheets. They will continue to submit monthly expense sheets until funds have been returned or expended. The reports will be stored on the Department "G" drive.

C. Documenting Expenditures

1. All investigative fund transfers must be documented on both the expense sheet of the person distributing the money and the expense sheet of the person receiving the money.
2. Each entry must include an explanation of the transaction. The "Reason for Transaction" space should include the purpose of the expenditure and any applicable case number, booking number, etc.

D. Receipts

1. Receipts are required for some investigative fund expenditures. This includes any gas charges, investigative purchases, payments to informants, etc. The receipt must include the investigator's name, identification number, description of purchase and the applicable case number. Any receipts are to be attached to the monthly expense sheet.
2. In the event a receipt cannot be obtained without compromising an investigation, an individual expense report must be completed and submitted for approval. The report will accompany the monthly Investigations Fund Expense Sheet.

#### E. Expense Sheets

1. Investigators authorized to use undercover funds will submit a monthly Investigations Fund Expense Sheet to their sergeant at the end of each month.
2. The sergeant will check the report for accuracy, determine if the expenditures were appropriate, and ensure the expenses are properly documented. The completed reports will be stored on the Department "G" drive.

#### F. Informant Payments

1. An Informant Payment Voucher will be completed for all informants who receive funds regardless of the amount paid. [REDACTED]  
[REDACTED] For further information on the Informant Policy, refer to Department Procedure 3.16.

#### G. Lost Investigative Funds

1. All lost or unrecovered investigative funds must be documented. The detective in charge of money lost during an investigative operation will complete a "Lost Investigative Fund Report". [REDACTED]  
[REDACTED] After review and signature by a supervisor, a copy of the report will be attached to the detective's monthly Investigative Fund Expense Sheet.

#### H. Use of Fictitious credit cards, gas cards and Driver's License

1. Fictitious cards and licenses are to be used for identification purposes only.
2. The Unit commander will review the monthly statements and they will be retained for one year from the date of receipt.

[REDACTED]

4. When necessary, fictitious gas cards may be used for the purchase of gasoline only. The detective using the card will note his or her name, identification number and correct vehicle license number on the charge slip. After review by a supervisor, the receipt will be forwarded to Fiscal Management.

## **VII. SAN DIEGO COUNTY LAW ENFORCEMENT INTER-AGENCY NOTIFICATION**

The nature of undercover narcotics investigations and the proliferation of task forces and teams involved in cross-jurisdictional surveillance and various types of enforcement emphasize the importance of an accepted protocol for inter-agency notifications.

## **VIII. FIELD CONTACT/CONFRONTATIONS**

- A. Because plainclothes/undercover officers are not readily identifiable as law enforcement officers, contacts between them and uniformed personnel include the potential for confrontation. [REDACTED]

Their behavior when contacted by a uniformed officer is critically important. The following suggestions are intended to assist avoiding or alleviating the tension possible in such contacts:

1. Where direct confrontation with suspects is anticipated, the officers involved in the contact should wear clothing (such as standard Department-issue undercover/raid vest with the word **POLICE** clearly printed on it) that clearly identifies the officers.
2. When not clearly identified as a police officer, the undercover officer should carry his/her firearm well-concealed rather than partially or completely exposed to view. Officers will also have their badge and Department identification readily available.
3. When stopped, officers will identify themselves verbally and indicate where credentials and weapons are located.
4. Follow the instructions of the uniformed officer explicitly.
5. Avoid any sudden movement, which could be interpreted as suspicious or threatening. Keep hands in sight and open.
6. Comply with any requests of the uniformed officer without hesitation.
7. Be prepared to provide the phone number and name of a supervisor or other agency member who may be contacted for verification, as requested by the uniformed officer.

## **IX. UNPLANNED EVENTS**

Recognizing the changing nature and direction that investigations may take, service agencies may find it necessary to enter into a venue agency's jurisdiction without prior coordination. In such instances, the venue agency will be notified as soon as possible, conforming to the above procedures.

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